

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Donna Rae/Bureau Chief

ADDRESS: 930 Custer Ave

CITY: Helena **STATE:** MT **ZIP:** 59601

PHONE: 406-495-3241 **EMAIL ADDRESS:** drae@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 9, 2015

APPLICATION DEADLINE: Friday, March 6, 2015 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Office Assistant **# OF POSITIONS:** 1

LOCATION(S): 930 Custer Ave, Helena MT

WORK START/END DATES: May 1st – August 15th, dates are flexible.

HOURS/WEEK: 40 hours per week for a total of 480 hours

TRAINING/ORIENTATION DATES: Upon hire

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

\$9.50/hr

POSITION DESCRIPTION:

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Compute, record, and inventory records for Division.
- Reformat, design division forms and make them available on-line.
- Assist program staff as needed in fleet, warehouse, asset, or division functions.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

Education: Undergraduate

Knowledge of administrative and clerical procedures and systems such as word processing, excel, managing files and records, designing forms, and other office procedures and terminology.

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Communicating effectively in writing

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

By email , send cover letter with resume.

Email to: drae@mt.gov

Applicants selected will be required to interview either by phone or in person.